

Technical Branch  
Miscellaneous Technical Group  
Laboratory Series

LABORATORY ANALYST

04/03 (AM)

**General Purpose**

Under general supervision, perform bacteriological and chemical analysis of water and sewage samples.

**Typical Duties**

Conduct laboratory tests of samples drawn from various processing stages. Involves: Set up laboratory apparatus and prepare solutions for tests according to established laboratory procedures. Maintain records of test results. Report abnormal results to immediate supervisor. Perform routine and preventative maintenance on assigned equipment. Keep abreast of new chemical developments, techniques and procedures. Address customer complaints or refer to higher authority. Collect samples as required.

Perform related incidental duties contributing to realization of laboratory objectives as required. Includes: Substitute for own supervisor, or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated. Provide specified support for miscellaneous projects or activities overseen by higher graded personnel as instructed. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees. Engage in assignments pertaining to functions of other positions for training purposes under close supervision. Log activities, and prepare and submit recurring or special status reports. Keep tools, equipment and work area orderly, safe and clean.

**Knowledge, Abilities and Skills**

- Good knowledge of water analysis laboratory equipment and procedures.
- Good knowledge of safe working practices and procedures.
- Some knowledge of statistics.
- Ability to prepare reagents, solutions and culture media.
- Ability to follow and understand oral and written instructions.
- Ability to perform detailed laboratory functions and procedures.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to maintain records and prepare reports.
- Skill in the safe operation and care of laboratory equipment and chemicals.
- Skill in the safe use and care of personal computers or network workstation and generic software applications for documenting tests results, including graphics.
- Skill in the safe operation and care of a motor vehicle through city traffic.

**Other Job Characteristics**

- Frequent exposure to laboratory environment.
- Frequent exposure to hazardous chemicals.
- Frequent exposure to unpleasant wastewater treatment plant substances.
- Occasional collection of samples in a field environment that includes traversing uneven terrain.

**Minimum Qualifications**

Training and Experience: Equivalent to a combination of two (2) years of accredited college course work in Bacteriology, Chemistry or Microbiology plus three (3) years chemical and bacteriological water laboratory analysis experience, or an accredited Bachelor's degree in Bacteriology, Chemistry, Microbiology or related field.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

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Human Resources Director

Department Head

OFFICIAL